

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 430

Alexandria, VA

1 August 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 August 2001 unless otherwise indicated.

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the Army (MPP)

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Deputy Assistant Secretary
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BGEN, USAF
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This change includes all material written in CAP Item 32-01(E). Insert the attached pages and remove the corresponding pages. Remove page C4F-3. This cover page replaces the Change 429 cover page.

BRIEF OF REVISION

These are the major changes made by Change 430:

Introduction. Updates information on how to obtain the JTR and its changes.

Appendix F. Designates the entire country of Estonia as an area to which shipment of consumables is authorized, effective 24 May 2001.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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VOLUME 2

**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL**

JOINT TRAVEL REGULATIONS

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Volume 2, Joint Travel
Regulations
(b) CPR T3, with all changes thereto
(c) NCPI 4650, with all changes thereto
(d) AFM 40-10, with all changes thereto
(e) Department of Defense Directive 5154.20, dated 23 June
1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to travel of any civilian employees of the Department of Defense are rescinded.

In accordance with reference (e), the regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination will be reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (MPP)

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. §2385(d)), who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole entitlement regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);
2. the United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and
4. decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBCA should be addressed to:

General Services Administration
GSA Board of Contract Appeals
18th & F Sts., NW
Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, July 22, 1998).

For GSBCA information/decisions visit their website at: <http://www.gsbca.gsa.gov/>

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C 1 052 -B2b(3)
JTR
Chapter 1
Paragraph 052
Subparagraphs

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

*Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the entitlements in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/pdrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant Secretary of the Army (M&RA), Attn: SAMR-CPP-SM, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed within each Service as follows:

1. Army. The JTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 16655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication re-supply channels.
2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications,

Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). Requisition the basic only if the complete publication is required as all changes are issued with the basic publication. Requisition changes individually when only a specific change(s) is required.

(a) ***For up to 3 copies***, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098;

*(b) ***For more than 3 copies***, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy, (Financial Management and Comptroller, Publications Management Branch) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, or DSN 222-4900 or E-Mail to: Schlegel.Willie@HQ.NAVY.MIL.

(c) ***For changes in distribution***, mail, fax, or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b), above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001.

7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/>.

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair web site: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

*For more information on GSA's Airline City Pairs Program, call or e-mail

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<u>Paragraph</u>	<u>Contents</u>
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C4703	Government Conveyance <ul style="list-style-type: none">A. GeneralB. Use of Aero Club Aircraft
C4704	Commercial Passenger Transportation <ul style="list-style-type: none">A. When Cost of Commercial Transportation Is \$100 or LessB. When Transportation Requests (GTRs) Are Not AvailableC. When GTRs Are Available But Not Used and Transportation Costs Exceed \$100D. Streetcar and Bus Transportation
C4705	Baggage Expenses <ul style="list-style-type: none">A. Excess BaggageB. Transfer of BaggageC. Storage of BaggageD. Checking BaggageE. Redcap and Skycap ChargesF. Charges for Handling Baggage/Government Property at Hotels/Motels
C4706	Communication Services
C4707	Contemplated Official Travel, Passports, and Visa Fees <ul style="list-style-type: none">A. GeneralB. Passport and Visa for Emergency Technical Support Personnel
C4708	Privately Owned Motor Vehicle Taxes and License Fees <ul style="list-style-type: none">A. GeneralB. Reimbursement for Charges Paid by an Employee
C4709	Miscellaneous Expenses <ul style="list-style-type: none">A. GeneralB. TDY TravelersC. PCS Travelers
C4710	Reimbursement of Preparatory Travel Expenses When Orders Are Canceled, Modified or Revoked
C4711	Reimbursement for Occasional Meals and/or Lodging
C4712	Reimbursement of Nonrefundable Room Deposit or Prepaid Rent <ul style="list-style-type: none">A. When TDY is Curtailed, Canceled or Interrupted for Official PurposesB. Considerations

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C4801	Eligibility Criteria
C4802	Authorization or Approval <ul style="list-style-type: none">A. Covered IndividualsB. Immediate Family of Deceased Covered Individual
C4803	Allowable Expenses
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C4805	Origin and Destination <ul style="list-style-type: none">A. GeneralB. Alternate or More Than One OriginC. Same General or Metropolitan Area
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C4902	Policy <ul style="list-style-type: none">A. Acceptance of Payment for EmployeeB. Acceptance of Payment for an Accompanying SpouseC. Administration and Delegation of Authority

- D. Payment in Excess of Regulatory Limitations
- E. Reduced Per Diem Rate in Partial Payment Situation

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- C. Functions Not Subject of Mutual Interest

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C4905

Payment Processing Guidelines

C4906

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- B. Allowable Expenses
- C. Partial Payment of an Expense

C4907

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- B. Penalties

C4908

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- A. DoD Component Reports
- B. Submission of Reports
- C. Information Required
- D. Valuation of Payments in Kind
- E. Valuation of Noncommercial Benefits Furnished By a Non-Federal Source
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- H. Employee Reports

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- A. Authority
- B. Policy
- C. Scope and Coverage
- D. Definitions
- E. Actions Required
- F. Cost Considerations
- G. Cost Comparisons
- H. Conference Site Solution
- I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

- J. Advertisement or Application Form for Conference Attendance
- K. Selection of Attendees
- L. Conference Administrative Costs
- M. Conference Lodging Allowance
- N. Conference Lodging Allowance Approval Authority
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C4955

Conference Attendance

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- B. Authority
- C. Government Sponsored Conferences
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- E. Registration Fees and Miscellaneous Expenses
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APPENDIX C STATUTORY AND OTHER AUTHORITIES

PART I: EXECUTIVE ORDERS

EXECUTIVE ORDER 9946, 10 APRIL 1948

Regulations Governing Allowances for Actual Transportation Expenses in Excess of the Lowest First-Class Rate in Certain Cases

By virtue of and pursuant to the authority vested in me by section 10 of the act of March 3, 1933, as amended by section 6 of the act of August 2, 1946, 60 Stat. 808 (5 U.S.C. 73b), and in the interest of the internal management of the Government, I hereby prescribe the following regulations governing allowances for actual transportation expenses in excess of the lowest first-class rate in certain cases as hereinafter defined:

1. Except as to (1) military officers traveling in a mileage status and (2) civilian officers or employees and their dependents, these regulations shall be applicable to persons for whom the Department of the Army, the Department of the Air Force, the Department of the Navy, the Marine Corps, the Coast Guard and Coast and Geodetic Survey, and the Public Health Service are authorized to furnish transportation.
2. Whenever under authority of law actual expenses for transportation may be allowed, allowances therefor shall not exceed the lowest first-class rate in effect on the facility used in such transportation except as follows:
 - (a) Allowances may be made for transportation, including sleeping accommodations, in excess of the lowest first-class rate in effect on the facility used in such transportation upon certification by the person issuing the procuring instrument for transportation and making reservation therefor, on the procuring instrument and such other documents as may be required in support of travel-expense vouchers under regulations prescribed by the head of the agency concerned, that at the time the reservation was made accommodations of the lowest first-class rate in effect on the facility used were not available, and that the accommodations used were at the lowest first-class rate then available.
 - (b) Whenever persons to which this order is applicable purchase from personal funds their own transportation, including sleeping accommodations, in whole or in part, and such transportation is at a rate in excess of the lowest first-class rate in effect on the facility used, they shall make on their travel expense voucher the applicable certification required by paragraph 2 (a) hereof.
3. In either of the cases described in paragraph 2 hereof, the certification shall be accepted as prima facie evidence of the facts to which certification is made.
4. The use of a compartment or such other accommodations as may be authorized or approved by the head of the agency concerned or such subordinates as he may designate may be allowed when required for purposes of security.

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- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From:	Atlanta, GA
To:	San Francisco, CA and
	Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and
	Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: *The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.*

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

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APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A **member**, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.*

An **employee**, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. * This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8110. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

LOCATIONS		
Afghanistan, Kabul	Ethiopia, Addis Ababa	Oman, Muscat
Albania, Tirana	Gabon, Libreville	Pakistan, Islamabad
Algeria, Algiers	Georgia, Tbilisi	Pakistan, Quetta
Angola, Luanda	Ghana, Accra	Philippines, Manila
Armenia, Yerevan	Guinea, Conakry	Poland, Warsaw
Azerbaijan, Baku	Guyana, Georgetown	Romania, Bucharest
Bangladesh, Dhaka	India, Calcutta	Russia, Moscow
Belarus, Minsk	New Delhi	Russia, St. Petersburg
Bolivia, La Paz	Indonesia	Rwanda, Kigali
Bosnia-Herzegovina	Kazakhstan, Alma-Ata	Serbia-Montenegro, Belgrade
Botswana	Kenya	Sierra Leone, Freetown
Bulgaria, Sofia	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burkina, Ouagadougou	Laos	Sri Lanka, Colombo
Burma, Rangoon	Latvia, Riga	Sudan, Khartoum
Burundi, Bujumbura	Liberia, Monrovia	Suriname, Paramaribo
Cambodia, Phnom Penh	Lithuania, Vilnius	Syria, Damascus
Cameroon, Yaounde	Macedonia, Skopje	Ethiopia, Addis Ababa
Central African Republic, Bangui	Madagascar, Antananarivo	Gabon, Libreville
Chad, N'Djamena	Malawi, Lilongwe	Togo, Lome
China, Beijing	Mali, Bamako	Turkmenistan, Ashkhabad
China, Shanghai	Mauritania, Nouakchott	Uganda, Kampala
Congo, Brazzaville	Moldova)	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mongolia, Ulaanbaatar)	Uzbekistan, Tashkent
Cuba, Havana	Mozambique, Maputo	Vietnam
Cyprus, Nicosia	Nepal, Katmandu	Yemen, Sanaa
Djibouti	Nicaragua, Managua	Yugoslavia(See Serbia-Montenegro)
Ecuador, Quito	Niger, Niamey	Zaire, Kinshasa
Eritrea, Asmara	Nigeria, Lagos	Zambia, Lusaka
*Estonia (Eff: 24 May 2001)	Norway, Bodo	Zimbabwe

APPENDIX H

Travel Purpose Identifiers

Travel Purpose Identifier	Definition
1. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
2. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance	Travel to receive training.
4. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. **Transportation.** Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. **Miscellaneous Expenses.** Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

- a. currency conversion; ***NOTE:*** Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does *not* include cashing checks/drafts *for salary*); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));